

## **Buildings and Grounds Information Sheet**

### **Overview**

The Town of Enfield Buildings and Grounds Division has been added to the Town Network. The addition of the Division allows for greater efficiency for Buildings and Grounds staff in responding to requests, communicating with staff and other departments and valuable network resources such as email, file storage, intranet and network printing.



With the addition of Network access and available resources, Buildings and Grounds can now be directly contacted via email for requests from other Town staff. Buildings and Grounds will be able to communicate back to requestors through email having the ability to give quick responses or request additional information. Staff will also have access to the Town home page and intranet. Both have valuable information that can help increase production. The option is also available to connect to an existing work order system on the Town network.

Network accessibility also gives the IT Department a greater level of management of provided equipment. The IT Department has the ability to manage the computers remotely; allowing updates of virus software and important operating system patches to protect the computers from malicious attacks.

### **Highlights**

- Buildings and Grounds staff have the ability to utilize network resources such as email.
- Access to network file storage that gives the ability of saving documentation digitally as well as being able to share the files with other staff members.
- Files stored on the network are backed up nightly.

### **Interaction with Other Systems**

- All staff can view the Town Intranet for useful department information.
- Receive email through the Town email server providing virus protection and spam blocking.
- Ability to access a work order system located on the Town network.

### **Project Details**

- 05-40
- May 20, 2005